



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

#### Posting #SC0919N18B

### JUDICIAL OPERATIONS MANAGER

#### In-House

(Current permanent employees in a position within the Delaware Judicial Branch and who have completed their initial probationary period may apply)

**Opening Date:** 9/19/18

**Closing Date:** 9/28/18

**Vacancy Exists**

**Salary:** \$41,536.10 - \$48,866.00 (85% - Midpoint) Pay Grade 13

**Recruiting For:** Superior Court of Delaware

**Location:** Leonard L. Williams Justice Center (formerly New Castle County Courthouse), **City of Wilmington (Please check this county on your application).**

**Nature and Scope:** This position is the department head of the Civil Trial Unit and directly supervises 17 staff members. The incumbent must be able to perform the duties assigned to the position while overseeing a very demanding, fast-paced work area. The position requires the incumbent to have knowledge of and/or the ability to perform a vast array of court-related responsibilities using File & Serve Xpress, Contexte, and Courtroom Assistant, to ensure timely processing and scheduling of all civil filings for 15 Judges and 3 Commissioners. This position also requires the incumbent to identify and resolve problems with case flow management and assist with implementing new Court mandates. Experience with Crystal Reports for tracking of statistical information is preferred.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Three-years' experience in legal case flow management which includes managing cases as they move through the legal process.
2. One-year experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. One-year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. One-year experience in narrative report writing & statistical preparation.

5. Two-years' experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both verbally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://www.ben.omb.delaware.gov/>.

**Submitting Your Application:**

Visit the website at <http://courts.delaware.gov/career/>. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**